



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

DRESS CODE STANDARDS

Effective Date: June 1, 2004

Policy #: HR-07

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- I. PURPOSE:** To require that hospital staff members meet appropriate standards for personal appearance in keeping with the hospital's need to maintain a therapeutic environment and adhere to principles of safety and infection control.
- II. POLICY:** All Montana State Hospital employees are required to maintain high standards of personal appearance. These standards are based upon the need to provide a safe, clean, and therapeutic environment for patients and staff. Through adherence to these standards, hospital staff will portray a positive and professional image to the public and will serve as an appropriate role model for patients.

Some duties may require employees to wear uniforms or safety articles, or adhere to stricter and more specific requirements than those set forth in this policy. Supervisors will inform employees when they are subject to stricter and more specific requirements.

- III. DEFINITIONS:** None

- IV. RESPONSIBILITIES:**

- A. All employees will adhere to dress code standards as outlined in this policy.
- B. Supervisors are responsible for ensuring their staff maintain appropriate standards in appearance.

- V. PROCEDURE:**

- A. HAIR

Hair must be neatly groomed and clean.

Long hair may not obstruct vision nor interfere in any way with the type of job duties performed. Hair restraint, i.e., net, may be required when preparing and serving food.

- B. BEARDS

Beards must be trimmed, neatly groomed, clean and must not interfere with work in any way. For safety and infection control reasons, employees working in some areas of the hospital may not be permitted to wear beards.

C. JEWELRY AND PERFUME

Jewelry worn by employees must be appropriate to the work setting and project a professional image. No visible pierced jewelry other than in the ear is acceptable. Rings must be small enough to allow use of gloves, with no risk of tearing the gloves.

Mild scents may be worn in moderation, but should be discontinued if patients or co-workers express a concern.

D. TATTOOS

Inappropriate tattoos must be covered at all times. Supervisors will be responsible to determine the appropriateness of tattoos worn by staff.

E. DRESS

Clothing worn by staff members must be neat and clean and must project an image appropriate to a hospital environment.

Proper under garments must be worn.

Hats are not to be worn indoors by employees who provide direct patient care.

Examples of inappropriate dress not permitted:

- a. Floor length dresses
- b. Mini-skirts
- c. Faded, tie-dyed, bleached, torn, patched, or un-hemmed clothing
- d. Shorts, cut-offs, or sweat pants
- e. Halter tops, tank tops, low cut or see-through blouses/shirts, muscle shirts, or shirts that expose the midriff
- f. Stenciled clothing including caps, jackets, shirts, etc., which advertise products or display messages or pictures which are inappropriate to the treatment setting (for example: clothing with logos for alcoholic beverages or tobacco products).

F. SHOES

Clean, comfortable shoes should be worn as appropriate to the work area.

Hose or stockings must be worn.

EMPLOYEES MUST BE AWARE SOME TYPES OF JEWELRY, CLOTHING, SHOES AND HAIRSTYLES MAY INCREASE RISK OF HARM TO THE EMPLOYEE OR TO OTHERS. SUPERVISORS MAY REQUEST THAT EMPLOYEES REFRAIN FROM WEARING ITEMS THAT APPEAR TO PRESENT A RISK OF INJURY TO THE EMPLOYEES OR TO PATIENTS. THE HOSPITAL WILL NOT REIMBURSE

EMPLOYEES FOR JEWELRY DAMAGED WHILE ON THE JOB. QUESTIONS SHOULD BE REFERRED TO SUPERVISORS.

G. IDENTIFICATION BADGES

I.D. badges stating the employee's name and classification must be visibly worn above the waist. See the Hospital policy on Employee Identification for more information.

H. EXCEPTIONS

Special permission may be granted by the supervisor to make exceptions to dress code standards for special outings or events, such as picnics, off campus activities, or swimming; however, dress must be appropriate and project a professional image.

I. MONITORING

The supervisor of each shift or each department will be responsible for monitoring the dress code. Specific infractions requiring disciplinary action will be handled by the supervisor in accordance with standard hospital disciplinary procedures and must be consistently enforced throughout the hospital.

Supervisors are expected to enforce this policy; failure to do so will result in disciplinary action

VI. REFERENCES: None

VII. COLLABORATED WITH: Director of Nursing Services and Hospital Administrator.

VIII. RESCISSIONS: #HR-07, *Dress Code Standards* dated September 1, 2002; #HR-07, *Dress Code Standards* dated August 1, 2001; HOPP # 12-04D.041179 – *Dress Code Standards* dated June 20, 1996.

IX. DISTRIBUTION: All hospital policy manuals

X. REVIEW AND REISSUE DATE: June 2007

XI. FOLLOW-UP RESPONSIBILITY: Director of Human Resources

XII. ATTACHMENTS: None

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Ed Amberg Date
Hospital Administrator